

Arnold Schwarzenegger, Governor Dale E. Bonner, Secretary, Business, Transportation & Housing Agency Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer Job Opportunity

Office Technician (Typing) or Office Technician (General)/ Office Assistant (Typing) or Office Assistant (General) Los Angeles Enforcement

Permanent – Full-time

The Los Angeles Enforcement section has an opening for either an Office Technician (Typing). Office Technician (General), Office Assistant (Typing) or Office Assistant (General). This position is permanent, full-time and the Department is located at 320 West 4th Street, Suite 350 in downtown Los Angeles.

Duties of the position include:

This position serves primarily as secretarial/clerical support for the Southern Regional Manager, Administrative Legal Affairs and Statewide Training. The incumbent will also provide clerical support for the Commissioner and backup for the Manager of Investigative Operations.

- Prepare packets of transmittal memos for Sacramento Legal section; proofread a high volume of transmittals and other legal affairs related documents
- Maintain a tracking log and email call-up system for the distribution and processing of transmittal and settlement proposals; send and receive faxes
- Provide all administrative support duties necessary to carry out the development, preparation, presentation and tracking of statewide training
- Maintain scheduling and attendance logs for training; assist in preparing and maintaining training manuals, videos, books, and other training materials; coordinate speakers and staff for training conferences and assist as needed with their training
- Provide back-up to all clerical support as needed

Necessary qualifications:

- Ability to proofread a high volume of documents with excellent command of spelling, punctuation and grammar.
- Excellent time management skills and ability to keep accurate records.
- Ability to interact with individuals at all levels in a professional manner.
- A self-starter who can work independently.
- Communicate effectively both orally and in writing.
- Ability to establish priorities, manage a heavy workload and carry out assigned tasks with a minimum of supervision.
- Ability to answer, screen and transfer all incoming phone calls using an excellent command of telephone etiquette.
- Experience using a personal computer using Word, Excel and Power Point.
- For a typing position, a valid typing certificate for 40 wpm (or greater) is required. Attach a copy of your typing certificate to your application. (A typing test and certificate can be given by the Department of Real Estate) upon request.

Desirable qualifications:

- Dependability and reliability.
- Excellent attendance.
- Ability to lift up to 20 lbs. as required.
- Some Real Estate knowledge.

SALARY:

Office Technician (T): \$2686-3264 Office Technician (G): \$2638-3209

Office Assistant (T) Office Assistant (G)
Range A: \$2143-2606 Range A: \$2074-2519
Range B: \$2324-2826 Range B: \$2280-2770

Who should apply: Current State employees at the Office Technician or Office Assistant level and those who are transferable to the class. Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application. Please indicate RPA #08-006 on line 12 of your State application.

Submit applications to:

Linda Luna, Human Resources Department of Real Estate 2201 Broadway, P.O. Box 187000 Sacramento, CA 95818-7000 (916) 227-0797 For information on the position contact:

Dolores Weeks, Managing Deputy Commissioner IV Department of Real Estate (213) 576-6864

CALIFORNIA RELAY SERVICE: 1 (800) 735-2922 (Voice) or 1 (800) 735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Application may be obtained from the SPB website at http://www.spb.ca.gov

. Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview. Interviews may be held on a flow basis.